

**REQUEST FOR QUOTATION**

RFQ NO. 2021-655  
DATE: 7-Jul-2021

COMPANY NAME :  
COMPANY ADDRESS :  
CONTACT PERSON :  
CONTACT NO. :  
COMPANY TIN :

SLP-2021-07-423  
**POSTED**  
GEPS REF No.: \_\_\_\_\_  
DATE: \_\_\_\_\_  
SIGNATURE: \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in Annex A. Failure to indicate **TECHNICAL SPECIFICATIONS** could be basis for non-compliance. Also, furnish us with the descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are the exclusive manufacturer, distributor or agent in the Philippines for the goods listed in Annex A please attach in your quotation a duly notarized certification to this effect.

Please submit this form together with Annex A to **DSWD FO IX BAC OFFICE** on or before July 12, 2021 @ 5:00PM

Very truly yours,  
*[Signature]*  
RIDUAN P. HADSHUDDIN, CESO IV  
ARDA

Terms and Conditions:

**PURPOSE**

**ZC/ISABELA OFFICE SUPPLIES FOR 3rd and 4th QUARTER**

- PR NUMBER** : **2021-07-0788**
- Award shall be made on per : Item Basis  Lot Basis
  - Quotation validity : 30 Calendar days from bid opening
  - Delivery Period : 7 days upon receipt of NTP
  - Delivery Area : Zamboanga City
  - Terms of payment : 60 days after delivery of service
  - Liquidated Damages/Penalty : 1/10 of 1% of undelivered portion x No. of days of delay
  - In case of discrepancy between unit cost and total cost, unit cost shall prevail.
  - Warranty : N/A
  - Performance Security : N/A
  - Prospective supplier must be registered at the philippine Government Electronic Procurement System (PhilGEPS). You may visit philgeps website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and register for free.

Department of Social Welfare and Development  
**BIDS AND AWARDS COMMITTEE**  
For Posting  
*[Signature]*  
Received by: \_\_\_\_\_  
Date & Time: 7/8 July 8:45am  
Remarks:

*[Signature]*  
**Renato G. Fojas**  
Regional Procurement Officer

(signature over printed name)  
Supplier

**PHILGEPS NO.:** \_\_\_\_\_  
**PHILGEPS EXPIRY:** \_\_\_\_\_


COMPANY NAME : DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 COMPANY ADDRESS : GENERAL VICENTE ALVAREZ ST., ZAMBOANGA CITY  
 CONTACT PERSON : DENNIS DC. CATIS  
 CONTACT NO. : 09566878989

ANNEX A: RFQ  
 RFQ NO. : 2021-055  
 DATE : 07-07-2021

ITEM NO.	QTY.	UNIT	PURCHASER'S SPECIFICATIONS	TOTAL ABC	BIDDER'S SPECIFICATIONS	UNIT COST	TOTAL COST
10		bottle	UNIVERSAL INK (BLACK)				
10		bottle	UNIVERSAL INK (CYAN)				
10		bottle	UNIVERSAL INK (MAGENTA)				
10		bottle	UNIVERSAL INK (YELLOW)	54,000.00			
100		ream	BOND PAPER (Long Sub-20)				
50		ream	BOND PAPER (A4 Sub-20)				
60		bottle	ALCOHOL 70% 500ml				
19		pcs.	STORAGE BOX <i>of each 9TL</i>				
			XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX				
			Take Note:				
			Business/Mayor's Permit shall be issued upon receipt of Purchase Order				
			Income / Business Tax Return shall be required for Negotiated Procurement under Small Value Procurement Modality with ABC above P500,000.00 after receipt of approved contract and/or during delivery/activity before payment.				
			Omnibus Sworn Statement shall be required for Negotiated Procurement under Small Value Procurement Modality with ABC above P50,000.00 after receipt of approved contract and/or during delivery/activity before payment.				

PURPOSE : ZC/ISABELA OFFICE SUPPLIES FOR 3rd and 4th QUARTER

PR NO *11111111* 2021-07-0788

RENATO G. FDUAS  
 PROCUREMENT OFFICER  
  
 CANVASSER

(SIGNATURE OVER PRINTED NAME)  
SUPPLIER